

Memorandum



To: Virginia Department of Emergency Management
Attn: Office of Training and Exercises
10501 Trade Court
Richmond, Virginia 23236

From: _____

(Mailing Address Where You Want the Certificate Sent)

Date: _____

Re: Advanced Professional Series Certificate Request

VDEM Training Manager,

Please find attached my proof of completion in order to apply for recognition of having completed the FEMA Emergency Management Institute's Advanced Professional Series.

Required Courses (initial course, as appropriate)

	EOC Management and Operations: G275
	Rapid Assessment Workshop: G250.7
	Mitigation Planning Workshop for Local Governments: G318

	Incident Command System/Emergency Operations Center Interface: G191
	Recovery from Disaster, the Local Government Role: G270.4

Elective Courses (initial course, as appropriate)

	Donations Management Workshop: G288
	Multi-Hazard Emergency Planning for Schools: G362
	Emergency Planning and Special Needs Populations: G197
	Exercise Program Manager: G137
	Flood Fight Operations: G361

	NIMS Resource Management: IS703
	Debris Management: G202
	Mass Fatalities: G386
	Emergency Management Operations Course for Local Governments: G110
	Homeland Security Planning for Local Governments (formerly Terrorism Planning): G408

Mail Correspondence to VDEM
with documentation attached

Re: Advanced Professional Series Certificate Request (Continued)

Elective Courses Continued (initial course, as appropriate)

	Community Mass Care Management: G108
	Evacuation and Re-entry Planning: G358
	Basic Public Information Officers: G290
	Advanced Incident Command System: G400

	Hazardous Weather and Flood Preparedness: G271
	Anticipating Hazardous Weather and Community Risk, IS271
	Warning Coordination: G272

Sincerely,

(Phone No)

**Mail Correspondence to VDEM
with documentation attached**